

	MGM HOSTEL	System procedure
	<u>ADMISSION PROCEDURE</u>	RIVISION 01 (17/11/2021)

ADMISSION PROCEDURE

SCOPE: MGM HOSTEL AURANGABAD

OBJECTIVES: To assure best, safe and hygienic facilities for resident students.

SYSTEM:

- 1) After completion of admission procedure at college level, interested students informed
About hostel fees, facilities, rules-regulations and availability of rooms by hostel administration.
- 2) After satisfaction of student's queries He / She should fill the admission form should be filled with students, parents and Local Guardian's photographs duly authorized by his / her parents.
- 3) Anti-ragging and Hostel upkeep notarized bond identification proof of him or herself, parents and Local Guardian.
- 4) Hostel Fees should be pay through Demand Draft, RTGS or UPI payment.
- 5) Room allotment shall be first come first basis.




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 <p>MGM'S MEDICAL COLLEGE AURANGABAD In Pursuit of Excellence Education Service Research</p>	MGM HOSTEL	System procedure
	<u>ADMISSION CANCELLATION PROCEDURE</u>	RIVISION 02 (17/11/2021)

ADMISSION CANCELLATION PROCEDURE

The Criteria of refunding the hostel fees for cancellation of hostel admission is as given:

- If reported even for one day in the hostel after securing admission and applied within three months of admission, 25% of hostel fees is deducted and remaining amount is refunded.
- If applied after three months of securing admission 100% of hostel fees is deducted and no fee is refunded.




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	MGM HOSTEL	System procedure
	Attendance/ Leave/ Permission	RIVISION 03 (17/11/2021)

Daily attendance /leave/ late permission of the students

- Attendance is compulsory for all the students which will taken daily at 8:00 P M. No student will be allowed to stay out of the hostel complex after 8 P.M. for any kind of reason.
- Late entry to the hostel will be charged fine of Rs. 1000/- and next day parents will be informed by hostel warden about late entry of their ward.
- While leaving the hostel campus and returning to the hostel, it is compulsory to enter the necessary information in the register which is kept at security gate.
- Leave form must be filled by the students while going on vacation or home with proper mobile number of the parents which is registered in the hostel office at the admission form.
- After confirmation given by parents, leave will be sanctioned and duly entered in leave register after signing by hostel warden or asst warden.
- When student return to hostel after leave, security guard must ensure the closing of her leave in the leave register.
- Permission to stay after 8 pm is subject to any activity organized by Concern College with prior written permission from Principal/ Dean only of such college and Rector.
- Parents are allowed to take their ward up to 10 PM with prior permission from the Rector/warden after verifying details, with permission slip signed by warden /Asst.warden.
- Students are not allowed to go to picnics /sight seeing without prior written permission from the Principal of Concerned College.
- Leave will be granted only by Hostel office during office hours. Student will not be entertained by rector after closing hours of the hostel.
- Daily check by asst warden: - Daily attendance register and night attendance report housekeeping, entry register. And leave register to be checked by the asst warden.
- Surprise check: - The management representative, Rector, warden and Asst. warden has right to inspect the room any time without prior information to the students.
- It will be done every six months or whenever required.




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	MGM HOSTEL	System procedure
	<u>Mess Rules</u>	RIVISION 04 (17/11/2021)

Mess Rules

- Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.
- Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- Lunch/Dinner will be served on buffet basis.
- The quantity of food will be unlimited except in the case of special items.
- Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate.
- At the time of joining the mess after availing mess rebate, the students should sign the Joining Register kept in the mess.
- Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- Students are permitted to cook food on fixed place of the hostel where inductions are provided for the same by Hostel administration.
- No food will be served in the rooms of the hostel for any student unless a permission from the assistant warden to the effect that the students' condition requires the food to be served in their rooms.
- No diner shall waste food. Paying mess bill does not entitle a diner to waste food
- Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.




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- A separate bill board would be available for the residents to stick their bills
- All diners shall interact with the mess staff in the dining hall in a courteous manner.
- If any diner is medically ill and requires a special diet (e.g. Oil-less food) he / she can request the assistant warden/mess supervisor to arrange for the same at the mess.
- The guest rates for the hostel mess will be decided by the Mess contractor and are subject to revision from time to time.
- Mess Timings : The mess timings are as follows and the students should aware to these.
- Breakfast: 7:00 AM to 9:00 AM • Lunch: 12:00 PM to 2:00 PM • Tea time: 5:00 PM to 6:00 PM • Dinner: 8:00 PM to 9:30 PM Subject to variations, if timing of classes change due to any reason.





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	MGM HOSTEL	System procedure
	JOB RESPONSIBILITIES OF RECTOR	RIVISION 05 (17/11/2021)

Job Responsibilities Rector

- Rector is responsible for overall administration of the hostel and authority in charge for the hostel related issues.
- Rector shall have administrative control over the staff assigned to the hostel to work for welfare of the students and ensure better facilities and secure and ambiance of the hostel.
- Ensure better interaction with the students, wardens, residential warden and hostel staff for smooth running of the day to day work of MGM hostel.
- Implementation of decisions taken by the MGM management.
- Making the policy for allotment of hostels to students.
- Communicate with the parents /guardians of the inmates.
- Periodic checks of the working. Discipline, cleanliness and all other aspects of general administration of all hostels of the campus.
- Arrange internal mess audit conduct with help of faculty of various institute of MGM campuses.
- She will responsible for purchase, accounts and extra curriculum activities conducted by the Hostel.
- Any other duty in addition to those mentioned above concerning the Hostel which may deem fit and may be assigned by the Trustee/ Director.
- Available for “on call – duty whenever required which includes evenings and weekends.




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	JOB RESPONSIBILITIES OF WARDEN	RIVISION 06 (17/11/2021)

Job Responsibilities Warden

- Wardens are guardians of the students and are responsible for their moral, mental and physical well being.
- Admission procedure of the students of all hostels.
- Room allocation to the students, and to issue furniture/electrical items to each student for placement/installation in the room.
- The warden shall seek approval from the Rector for the same.
- Forward all the applications on hostel matters from students to the Rector.
- To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department, with prior notification to Rector.
- Maintain the proper record and recovery of hostel dues.
- To ensure proper water supply and drinking water arrangement in the hostel.
- Maintain the Hostel stock register e. g. To report to the Rector the names of the students who are violating the rules and defaulters in clearing the dues.
- To maintain the leave record of the students (To keep a watch on the In and Out register)
- Supervise the work of hostel support staff and security guards
- Regular visit to students rooms to solve the day to day problems of the students
- To advise and guide in the smooth running of the mess
- Take action on the complaints noted in the complaint register
- To maintain leave register for workers and forward their leave application to the honorary warden
- To arrange for medical help (doctor/ambulance) to the students in case of any medical emergency.
- Daily report to the Rector about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information. A consolidated report regarding the same should be mailed to the Rector daily.
- Daily Attendance of hostilities.
- Maintain dead stock record.
- Check CCTV camera.





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	JOB RESPONSIBILITIES OF ASST. WARDEN / NIGHT WARDEN	RIVISION 07 (17/11/2021)

Asst. Warden/Night warden:-

- To assist the Warden in the above mentioned work
- To directly supervise the workers in maintaining the cleanliness of the rooms, corridors, toilets and mess.
- To act as a back-up for the warden when the residential warden is on leave.
- To maintain leave register for students and ask permission of the parents.
- Night Attendance of students should be taken and report to the Rector.
- Not signed and sick students should be check personally and ensure their attendance at the hostel.
- To inform the parents about late entry of their ward by telephone and keep the record for the same.
- The residential wardens are expected to observe highest standards of moral and ethical values as deemed appropriate by the society.
- Wardens are expected to be on duty 24X7.
- Warden shall be available in their office from 10:00 A.M to 6:00 P.M.
- Smoking, gambling, consumption of alcoholic drinks/drugs are strictly prohibited in the rooms of wardens.
- The residential wardens shall seek prior permission from the Rector before proceeding on leave; they shall make suitable arrangement for their duties (via back-up wardens) in leave of same.
- Under no circumstances, the residential warden can leave the hostel premises at night (8:00 p.m-6:00 am) without seeking prior written permission from the Rector.
- Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).
- To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises. Coordination with Electrical maintenance section, building section and sanitary
- Maintain the proper record and recovery of hostel dues and fine fund.
- To ensure proper water supply and drinking water arrangement in the hostel.
- To inform, postal delivery, courier packets and admit cards to the inmates of the hostel.





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	MGM HOSTEL	System procedure
	JOB RESPONSIBILITIES OF SECURITY GUARDS	RIVISION 09 (17/-11-2021)

Security Guards

- To maintain the entry and exit register of all hostel inmates (students and residential wardens)
- To maintain a visitor register of all hostel inmates.
- To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Rector
- To take hostel round at evening and night on each floor for safety of the students.
- To take every safety precautions for the students of the hostel.
- If any problems arise, it should be informed to the Rector immediately.
- Monitoring student's activities during day and night.
- Maintain late coming register and also ensure the students close their leave in leave register after coming to hostel from vacation.
- Maintain keys record of the hostel.
- To report daily record of visitors inmates to rector every evening.
- If any emergency occur due to which the guard has leave her/his place, make sure that all entry and exit door need to be closed.
- After recognize the students ID card and face then allow to go inside the hostel.





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	HOUSEKEEPING	RIVISION 10 (17/11/2021)

System procedure for House keeping

- Housekeeping staff under supervision of Asst. warden reporting to Warden.
- Housekeeping staff should ensure that they have to maintain cleanliness and hygiene in the room as well as premises of the hostel
- Daily mopping and sweeping of rooms, corridor, office premises and open space of the hostel.
- Toilet blocks / Attached toilets and washrooms to be cleaned daily with the use of hygiene cleaners.
- Daily Morning at 7:00 am knocking all the rooms and ensure that students are present in the room.
- To clean drinking water area daily.
- To clean spider web on 15th day of every month.
- To clean water cooler every weekend.




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	MGM HOSTEL	System procedure
	WASHING MACHINE	RIVISION 11 (17-11-2021)

WASHING MACHINE:

- Machine operating Timing : 11:00 am to 05:00pm
- Students should separate clothes by color and texture.
- Check the pocket of clothes of any loose articles like keys, coins, key chains etc. to avoid damage of machine drum.
- Marking on clothes numbering or name is essential by students.
- Clothes are given for washing on your own responsibility.




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	MGM HOSTEL	System procedure
	MAINTENANCE	RIVISION 12 (17-11-2021)

Maintenance of Hostel

- If any maintenance work is required, hostel authority will inform the construction department or electrical department, as required in prescribed format by the Trust office.
- Any female employee of the hostel will accompany the person till his maintenance is work over.
- After completion of work asst Warden should check on and must sign on prescribed format given by warden.
- Purchase and store procedure.
- Every requirement of furniture or appliances with high cost should be send to central store of the MGM with management's permission.
- Hostel has no authority to purchase any consumable or non consumable goods.





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	<u>FIRE SAFETY</u>	RIVISION 13 (17-11-2021)

Action in case of fire accidents: - Fire safety

- Fire emergency alarm is already fixed at every floor.
- Panic button or emergency buzzer will be provided in each room for student's safety, management has given approval for the same.
- we will give training to students wardens and security guard for controlling if the situation




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